

Memorandum

Date : August 4, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject : **INTERNAL HIRING FREEZE FOR THE CORRECTIONAL COUNSELOR II (SPECIALIST) AND CORRECTIONAL COUNSELOR II (SUPERVISOR) CLASSIFICATIONS**

Effective immediately, a statewide internal hiring freeze for the Correctional Counselor II (Specialist) and the Correctional Counselor II (Supervisor) classifications is in effect. **Only limited-term appointments are to be made to these classifications.** The internal hiring freeze is necessary due to the Correctional Counselor III reductions in the 2004 May Revision to the Governor's budget.

Impacted staff will be placed by the Departmental Placement Services Section (DPSS). When placements are completed, the internal hiring freeze will be lifted and hiring authorities will be allowed to resume hiring as necessary. It is anticipated that the hard internal freeze in these specific classifications and areas will remain in effect for approximately 90 days.

Please ensure this information is shared with appropriate staff immediately. If you have any questions or need additional information, please contact the DPSS via e-mail at Placement.Svcs@corr.ca.gov or (916) 327-9761.



SHARON E. PLANCHON
Assistant Deputy Director
Office of Personnel Management

Attachment

cc: Linda Rianda
Glenn Lavin
Institutional Personnel Officers
Personnel Liaisons
DPSS

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Subject File
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